



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

December 2, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
DOWNEY ANIMAL SHELTER CAT HOLDING FACILITY PROJECT C.P. 77561  
LANCASTER ANIMAL SHELTER  
SPAY/NEUTER CLINIC AND EXPANSION PROJECTS  
C.P. 77536, 77537 AND 77560  
ESTABLISH CAPITAL PROJECTS  
APPROVE PROJECT BUDGETS AND APPROPRIATION ADJUSTMENT  
AWARD SUPPLEMENTAL AGREEMENTS  
(FOURTH AND FIFTH DISTRICTS) (4 VOTES)**

**SUBJECT**

Approve and establish capital projects; approve the project budgets; approve appropriation adjustment; and award supplemental design and programming service agreements for improvements at the Downey and Lancaster Animal Shelters, and proposed new animal shelter in the East Antelope Valley.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the Downey Animal Shelter Cat Holding Facility project, Lancaster Animal Shelter Spay/Neuter Clinic project, and Lancaster Animal Shelter Expansion project are exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the projects.
2. Approve appropriation adjustment to transfer \$4,580,000 in net County cost and Capital Project/Extraordinary Maintenance Designation to fully fund the improvements at the Downey and Lancaster Animal Shelters.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only*

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

3. Approve the Lancaster Animal Shelter Spay/Neuter Clinic project, and award and authorize the Director of Public Works or his designee to supplement Contract PW-13195 with Carde Ten Architects to provide additional design and construction administration services for the project for a \$106,200 not-to-exceed fee.
4. Award and authorize the Director of Public Works or his designee to supplement Contract PW-13207 with Carde Ten Architects to provide additional programming services for a \$30,000 not-to-exceed fee for the East Antelope Valley Animal Shelter project (Capital Project 69570).
5. Approve the total project budget of \$1,500,000 for the Lancaster Animal Shelter Spay/Neuter Clinic project (Capital Project 77536).
6. Approve and establish Capital Project 77560 and approve a total project budget of \$4,000,000 for the Lancaster Animal Shelter Expansion project.
7. Accept the prefabricated barn building gifted to the County by the Los Angeles County Animal Care Foundation for the Lancaster Animal Shelter Expansion project with a value of \$52,020.
8. Approve and establish Capital Project 77561 and approve a total project budget of \$660,000 for the Downey Animal Shelter Cat Holding Facility project.
9. Approve and authorize the Internal Services Department, as the County's purchasing agent, to issue a purchase order for the acquisition and installation of a new modular building and associated site improvements for the Downey Animal Shelter Cat Holding Facility project at an estimated cost of \$351,684.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to address overcrowded conditions at the Downey and Lancaster Animal Shelters and to initiate programming activities for a new animal shelter in the East Antelope Valley.

During busy months, the Downey and Lancaster Animal Shelters have experienced overcrowded conditions. To relieve overcrowding at these two shelters, we are recommending the:

- Acquisition and installation of a prefabricated, 900 square-foot cat holding facility that will provide 100 additional cat cages at both the Downey and Lancaster Shelters; and

- Construction of a new 3,600 square-foot kennel building at the Lancaster Shelter that will provide an additional 48 dog kennel runs; and
- Installation of a prefabricated, 2,400 square-foot barn at the Lancaster Shelter to house large animals and livestock.

The barn structure for the Lancaster Shelter is valued at \$52,020 and was donated to the County by the Los Angeles County Animal Care Foundation. Installation of the barn will require the installation of approximately 2,500 linear feet of a new 12-inch diameter water main along West Avenue I from 60th Street West to the frontage of the animal shelter site and a new public fire hydrant for the facility. The design and preparation of the construction documents for this project will be completed by the Department of Public Works (Public Works) in-house staff with support from as-needed consultants.

Finally, the design and construction of a new 1,800 square foot spay/neuter clinic building is being recommended to replace the existing 720 square foot medical trailer at the Lancaster Shelter. The replacement and expansion of the obsolete and inadequate clinic trailer will further improve animal care services at the Lancaster Shelter.

#### Recommended Design Agreement Supplement for the Lancaster Spay/Neuter Clinic

On August 19, 2008, your Board awarded an agreement to Carde Ten Architects (Carde Ten) to provide design and construction administration services for a \$212,400 not-to-exceed fee for reconstruction of the Baldwin Park and Carson/Gardena spay/neuter clinics. Under the recommended supplemental agreement, Carde Ten will provide design and construction administration services for reconstruction of the Lancaster spay/neuter clinic as well. Due to the limited scope of work and budget, the reconstruction of the spay/neuter clinics is being combined under one design agreement and will be bid as a single construction contract to make the improvements economically feasible.

#### Proposed East Antelope Valley Animal Shelter

The existing Lancaster Animal Shelter is the only animal shelter in the entire Antelope Valley and it cannot keep up with the high demands placed on it by an increasing population. In addition to the proposed expansion of the existing Lancaster Animal Shelter mentioned above, the County is proposing a new animal shelter to be located on the eastside of the Antelope Valley at a site that has yet to be identified. The Chief Executive Office is in the process of evaluating potential sites for the proposed new animal shelter.

On August 4, 2008, Public Works, under delegated authority, awarded an agreement to Carde Ten to provide programming services for a \$75,000 not-to-exceed fee for the renovation and expansion of the Lancaster Animal Shelter. Subsequently, the County decided to move forward with the Lancaster Animal Shelter Expansion project mentioned above without the need for Carde Ten's programming effort. Under the recommended supplemental agreement, Carde Ten's programming services will be redirected from the Lancaster Animal Shelter Expansion project to the proposed East Antelope Valley Animal Shelter project.

#### Internal Services Department (ISD) Purchasing Authority

Approval of the recommended actions will allow ISD, in its capacity as the County's purchasing agent, to issue a purchase order to a County agreement vendor for the acquisition and installation of a prefabricated modular building and associated site improvements for the Downey Animal Shelter Cat Holding Facility project. The acquisition of the modular building as part of the animal shelter improvements falls under the statutory authority of the County's purchasing agent. However, because of the specialized nature of the installation and the need to meet certain building code requirements, the service component associated with the labor installation costs may exceed the authority of the purchasing agent. Therefore, your Board's approval is required for the purchasing agent to proceed with this aspect of the acquisition.

#### Sustainable Design Program

In accordance with your Board's Sustainable Design Program, Public Works will work with Carde Ten during the design phase to evaluate water and energy conservation approaches and to incorporate other sustainable design features as part of the projects.

#### Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Service Excellence (Goal 1), Organizational Effectiveness (Goal 3), and Fiscal Responsibility (Goal 4) by investing in public infrastructure that will improve animal care and control services.

#### FISCAL IMPACT/FINANCING

The total project cost for the Downey Animal Shelter Cat Holding Facility, including plans and specifications, plan check, construction, consultant services, civic art, miscellaneous expenditures, and County services, is estimated at \$660,000. Approval of the attached appropriation adjustment (Attachment B) will transfer \$660,000 to C.P. 77561 from the Capital Project/Extraordinary Maintenance Designation to help fully fund the project.

The total project cost for the Lancaster Animal Shelter Expansion, including plans and specifications, plan check, construction, consultant services, civic art, miscellaneous expenditures, and County services, is estimated at \$4,000,000. Approval of the attached appropriation adjustment (Attachment B) will transfer \$3,500,000 to C.P. 77560 from the Capital Project/Extraordinary Maintenance Designation to help fully fund the project. The Fiscal Year 2008-09 Capital Project Budget currently includes \$500,000 in net County cost for the Lancaster Barn installation under C.P. 77537, of which \$80,000 has been previously expended for preliminary design work. Approval of the attached appropriation adjustment will transfer the remaining \$420,000 in net County cost from C.P. 77537 to C.P. 77560 since the barn installation will now be included as part of the Lancaster Animal Shelter Expansion project. Upon approval of the appropriation adjustment, the project will be funded by \$3,500,000 from the Capital Project/Extraordinary Maintenance Designation and \$500,000 in net County cost.

The Fiscal Year 2008-09 Capital Project Budget currently includes \$1,500,000 in net County cost to fully fund the total project cost for the Lancaster Spay/Neuter Clinic project (C.P. 77536). Although the design and construction of the three spay/neuter clinics are being combined to achieve economies of scale, the associated costs for each animal shelter facility will be accounted for separately.

The Project Schedules and Budget Summaries for the projects are included in Attachment A.

The recommended supplemental agreements with Carde Ten for the Lancaster Animal Spay/Neuter Clinic project (C.P. 77536) is for a \$106,200 not-to-exceed amount, and the agreement for the East Antelope Valley Animal Shelter project (C.P. 69570) is for a \$30,000 not-to-exceed amount. Sufficient appropriation is available in the Fiscal Year 2008-09 Capital Project Budget to award these agreements.

### **Operating Budget Impact**

Following completion of the animal shelter improvement projects, the Department of Animal Care and Control (Animal Care and Control) will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operation cost increases and will request funding as required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Standard supplemental agreements, in the form previously approved by County Counsel, will be used. The existing agreements include the standard Board-directed clauses that provide for contract termination, renegotiations, hiring qualified displaced County employees, Safely Surrendered Baby Law, Contractor Employee Jury Service Program, and Child Support Compliance.

The animal shelter improvement projects are not subject to the Countywide Energy and Environmental Policy adopted by your Board on January 16, 2007, since they involve the procurement of prefabricated modular buildings and construction of buildings, each less than 10,000 gross square feet in size.

Pursuant to your Board's Civic Arts Policy, adopted December 7, 2004, the animal shelter improvement projects include 1 percent of design and construction costs to be allocated to the Civic Art Fund.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed projects at the Downey and Lancaster Animal Shelters are categorically exempt under CEQA. The projects will include a new 770 square-foot cat holding facility at the Downey Animal Shelter; a new 3,200 square-foot kennel building, 900 square-foot cat holding facility, 2,400 square-foot barn, and 1,800 square-foot replacement spay/neuter clinic at the Lancaster Animal Shelter; and fencing and underground utilities to serve the new improvements. The projects will involve replacement or reconstruction of existing animal care facilities with new facilities of substantially the same size, purpose, and capacity, and construction of new small facilities and associated accessory structures and utility extensions within existing developed animal shelter sites, and, therefore, are exempt in accordance with Sections 15301 (l), 15302, 15303 (c), (d), and (e), and 15304 (a) of the State CEQA guidelines; and the revised County of Los Angeles Environmental Document Reporting Procedures and Guidelines, Classes 1(h), 2(a), 3(a), 3(b), 3(c), and 3(d), and 4(a) adopted by your Board on November 17, 1987. In addition, the projects are not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make exemption under Section 15303 inapplicable based on the record of the projects.

Upon your Board's approval of the projects at the Downey and Lancaster Animal Shelters, Public Works will file a Notice of Exemption covering the projects with the County Clerk in accordance with Section 15062 of the State CEQA guidelines.

### **CONTRACTING PROCESS**

On January 17, 2008, Public Works issued a Request for Proposal to 10 firms recommended by the Architectural Evaluation Board to provide programming and design services for replacement of the spay/neuter clinics at the Lancaster, Baldwin Park, and Carson/Gardena Animal Shelters and development of a new animal shelter in the Antelope Valley. Carde Ten was selected as the best qualified firm to provide the recommended design services for the animal shelter projects.

On August 4, 2008, Public Works, under delegated authority, awarded a separate agreement to Carde Ten to provide programming services for a \$75,000 not-to-exceed fee for the renovation and expansion of the Lancaster Animal Shelter. Approval of the recommended supplemental agreement for a \$30,000 not-to-exceed fee will increase the total contract amount to \$105,000. Under the recommended supplemental agreement, Carde Ten will redirect the programming services from the Lancaster Animal Shelter to the East Antelope Valley Animal Shelter.

On August 19, 2008, your Board awarded an agreement to Carde Ten to provide design and construction administration services for a \$212,400 not-to-exceed fee for reconstruction of the Baldwin Park and Carson/Gardena spay/neuter clinics. Approval of the recommended supplemental agreement for a \$106,200 not-to-exceed fee will increase the total contract amount to \$318,600. Under the recommended supplemental agreement, Carde Ten will provide design and construction administration services for reconstruction of the Lancaster spay/neuter clinic.

The acquisition of the modular building for the Downey Animal Shelter Cat Holding Facility project is a commodity purchase under the statutory authority of the County's purchasing agent. The purchase will be requisitioned through and accomplished by the purchasing agent in accordance with the County's purchasing policies and procedures established by ISD.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current County services or projects. The animal shelter facilities will remain operational during construction of the improvements. The existing modular spay/neuter clinic at the Lancaster Animal Shelter will be temporarily relocated on-site to allow for construction of the new kennel building, and will be permanently removed once the new spay/neuter clinic is completed.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office (Capital Projects Division), Animal Care and Control, and Public Works (Project Management Division I).

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DDE:DL  
JSE:DJT:DL:zu

Attachments (2)

- c: Auditor-Controller
- County Counsel
- Civic Arts Commission
- Department of Animal Care and Control
- Department of Public Social Services (GAIN/GROW Program)
- Department of Public Works



## **ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
DOWNEY ANIMAL SHELTER CAT HOLDING FACILITY PROJECT  
C.P. 77561  
LANCASTER ANIMAL SHELTER  
SPAY/NEUTER CLINIC AND EXPANSION PROJECTS  
C.P.S 77536, 77537, AND 77560  
ESTABLISH CAPITAL PROJECTS  
APPROVE PROJECT BUDGETS AND APPROPRIATION ADJUSTMENT  
AWARD SUPPLEMENTAL AGREEMENTS  
(FOURTH AND FIFTH DISTRICTS) (4 VOTES)**

**I. PROJECT SCHEDULE (Baldwin Park, Carson/Gardena, and Lancaster Clinics)**

| <b>Project Activity</b>  | <b>Scheduled Completion Date</b> |
|--------------------------|----------------------------------|
| Award Design Contract    | 12/02/08                         |
| Execute Design Contract  | 12/20/08                         |
| Construction Documents   | 03/10/09                         |
| Jurisdictional Approvals | 05/12/09                         |
| Construction Award       | 07/08/09                         |
| Start Construction       | 07/31/09                         |
| Substantial Completion * | 03/31/10                         |
| Project Acceptance       | 06/30/10                         |

\*Assumes construction of all three spay/neuter clinics simultaneously under one construction contract.

**II. PROJECT SCHEDULE (Downey Cat Holding Facility)**

| <b>Project Activity</b>  | <b>Scheduled Completion Date</b> |
|--------------------------|----------------------------------|
| Award Design Contract    | N/A                              |
| Execute Design Contract  | N/A                              |
| Construction Documents   | 02/25/09                         |
| Jurisdictional Approvals | 04/20/09                         |
| Issue Purchase Order     | 05/15/09                         |
| Start Construction       | 06/20/09                         |
| Substantial Completion   | 09/24/09                         |
| Project Acceptance       | 10/29/09                         |

**III. PROJECT SCHEDULE (Lancaster Expansion)**

| <b>Project Activity</b>  | <b>Scheduled Completion Date</b> |
|--------------------------|----------------------------------|
| Award Design Contract    | N/A                              |
| Execute Design Contract  | N/A                              |
| Construction Documents   | 03/10/09                         |
| Jurisdictional Approvals | 05/12/09                         |
| Start Construction       | 07/31/09                         |
| Substantial Completion   | 03/31/10                         |
| Project Acceptance       | 06/30/10                         |

**IV. PROJECT BUDGET SUMMARY (Downey Cat Holding Facility, C.P. 77561)**

| <b>Project Activity</b>                        | <b>Proposed Budget</b> |
|--|------------------------|
| Land Acquisition                               | \$ 0                   |
| Construction                                   |                        |
| Purchase Order Contract                        | \$ 351,684             |
| Job Order Contract                             | 0                      |
| Change Orders                                  | 70,183                 |
| Departmental Crafts                            | 0                      |
| Youth Employment                               | 0                      |
| Construction Consultants                       | 0                      |
| Equipment (Shor-Line Cages)                    | 60,000                 |
| Telecomm Equip – Affixed to Building           | 0                      |
| Civic Arts                                     | 3,800                  |
| Other: Unforeseen Site Conditions              | 15,474                 |
| Subtotal                                       | \$ 501,141             |
| Programming/Development                        | \$ 0                   |
| Plans and Specifications*                      | \$ 24,725              |
| Consultant Services                            |                        |
| Site Planning                                  | \$ 0                   |
| Hazardous Materials                            | 0                      |
| Geotech/Soils Report and Soils Testing         | 8,000                  |
| Material Testing                               | 10,000                 |
| Cost Estimating                                | 0                      |
| Topographic Surveys                            | 0                      |
| Construction Management                        | 0                      |
| Construction Administration                    | 0                      |
| Environmental                                  | 0                      |
| Move Management                                | 0                      |
| Equipment Planning                             | 0                      |
| Legal  | 0                      |
| Construction/Change Order                      | 0                      |
| Other: Constructability Review                 | 0                      |
| Subtotal                                       | \$ 18,000              |
| Miscellaneous Expenditures                     | \$ 1,550               |
| Jurisdictional Review/Plan Check/Permit        | \$ 6,000               |
| County Services                                |                        |
| Code Compliance and Quality Control Inspection | \$ 24,894              |
| Design Review                                  | 0                      |
| Design Services                                | 0                      |
| Contract Administration                        | 0                      |
| Project Management                             | 74,790                 |
| Project Management Support Services            | 0                      |
| ISD Job Order Contract Management              | 0                      |
| DPW Job Order Contract Management              | 0                      |
| ISD ITS Communications                         | 0                      |
| Project Security                               | 0                      |
| Project Technical Support                      | 5,400                  |
| Office of Affirmative Action                   | 3,500                  |
| County Counsel                                 | 0                      |
| Other:   | 0                      |
| Sheriff Job Order Contract Management          | 0                      |
| Subtotal                                       | \$108,584              |
| <b>TOTAL</b>                                   | <b>\$660,000</b>       |

\*Plans and specifications to be prepared by Public Works' in-house staff.

**V. PROJECT BUDGET SUMMARY (Lancaster Spay/Neuter Clinic, C.P. 77536)**

| <b>Project Activity</b>                        | <b>Proposed Budget</b> |
|--|------------------------|
| Land Acquisition                               | \$ 0                   |
| Construction                                   |                        |
| Low Bid Construction Contract                  | \$ 935,000             |
| Job Order Contract                             | 0                      |
| Change Orders                                  | 93,500                 |
| Departmental Crafts                            | 0                      |
| Youth Employment                               | 0                      |
| Construction Consultants                       | 0                      |
| Misc. Expense                                  | 0                      |
| Telecomm Equip – Affixed to Building           | 10,000                 |
| Civic Arts                                     | 10,000                 |
| Subtotal                                       | \$1,048,500            |
| Programming/Development                        | \$ 13,000              |
| Plans and Specifications*                      | \$ 106,200             |
| Consultant Services                            |                        |
| Site Planning                                  | \$ 0                   |
| Hazardous Materials                            | 3,000                  |
| Geotech/Soils Report and Soils Testing         | 10,000                 |
| Material Testing                               | 25,000                 |
| Cost Estimating                                | 2,100                  |
| Topographic Surveys                            | 15,000                 |
| Construction Management                        | 0                      |
| Construction Administration                    | 0                      |
| Environmental                                  | 0                      |
| Move Management                                | 0                      |
| Equipment Planning                             | 0                      |
| Legal  | 0                      |
| Construction/Change Order                      | 0                      |
| Other: Constructability Review                 | 10,000                 |
| Subtotal                                       | \$ 65,100              |
| Miscellaneous Expenditures                     | \$ 5,000               |
| Jurisdictional Review/Plan Check/Permit        | \$ 8,000               |
| County Services                                |                        |
| Code Compliance and Quality Control Inspection | \$ 60,803              |
| Design Review                                  | 11,265                 |
| Design Services                                | 0                      |
| Contract Administration                        | 24,481                 |
| Project Management                             | 137,094                |
| Project Management Support Services            | 0                      |
| ISD Job Order Contract Management              | 0                      |
| DPW Job Order Contract Management              | 0                      |
| ISD ITS Communications                         | 0                      |
| Project Security                               | 0                      |
| Project Technical Support                      | 15,557                 |
| Office of Affirmative Action                   | 5,000                  |
| County Counsel                                 | 0                      |
| Other:   | 0                      |
| Sheriff Job Order Contract Management          | 0                      |
| Subtotal                                       | \$ 254,200             |
| <b>TOTAL</b>                                   | <b>\$1,500,000</b>     |

\* The total A/E contract for the three spay/neuter clinics is for a \$318,600 not-to-exceed amount, including \$106,200 for the Baldwin Park clinic, \$106,200 for the Carson/Gardena clinic, and \$106,200 for the Lancaster clinic.

December 2, 2008

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS:  
DOWNEY ANIMAL SHELTER CAT HOLDING FACILITY PROJECT  
C.P. 77561  
LANCASTER ANIMAL SHELTER  
SPAY/NEUTER CLINIC AND EXPANSION PROJECTS  
C.P.S 77536, 77537 AND 77560  
ESTABLISH CAPITAL PROJECTS  
APPROVE PROJECT BUDGETS AND APPROPRIATION ADJUSTMENT  
AWARD SUPPLEMENTAL AGREEMENTS  
(FOURTH AND FIFTH DISTRICTS) (4 VOTES)**

**APPROPRIATION ADJUSTMENT  
(See Attached)**

COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.  
No. 060

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DECEMBER 2 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

**FY 2008-09**  
4 - VOTES

SOURCESUSES

General Fund - A01  
See Attached.

General Fund - A01  
See Attached.

JUSTIFICATION

Adjustment is necessary to increase the appropriation in order to fully fund the Downey Animal Shelter Cat Holding Facility and the Lancaster Expansion.

**ADOPTED**

David Jan Takata, Senior Manager, CEO

CHIEF ADMINISTRATIVE OFFICER'S REPORT

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

# 36

DEC 02 2008

HAMA  
CHIEF ADMINISTRATIVE OFFICERREFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR -

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

November 19 20 08

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

20

NO. 072

NOV. 19 20 08

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER